

Criteria for Standard School Type Definitions for the 2002-2003 API Reporting Cycle

This document describes how school type (elementary, middle, or high) will be determined for the 2002-2003 Academic Performance Index (API) reporting cycle. The 2002-2003 API reporting cycle includes the 2002 API Base, which will be reported in February 2003, and the 2003 API Growth, which will be reported in the fall of 2003.

How School Type Will Be Determined for API Purposes

In 2001, specific definitions for school type were developed by the Educational Planning and Information Center (EPIC) of the California Department of Education (CDE) according to a school's grade span and, for certain schools, according to the distribution of a school's enrollment. The same criteria will be applied to the school type definitions for the 2002 API Base and 2003 API Growth. **The API school type will be used for API purposes only and may differ from a school's county-district-school (CDS) code school type, commonly referred to as the "school ownership code."** The following steps will be used to assign school type according to "core" grade span definitions. Schools in the Alternative Schools Accountability Model (ASAM) that opt into the main API system will also be assigned an API school type using these criteria.

1. Core Grade Spans of K-5, 7-8, and 9-12. The "core" grade spans for each school type will be defined as K-5, 7-8, and 9-12:

<i>School Type</i>	<i>Core Grade Span</i>
Elementary	K-5
Middle	7-8
High	9-12

The 6th grade is left out of the core grade span designations. Because some schools view 6th grade as "elementary" while others view 6th grade as "middle," the process remains neutral on whether 6th grade is considered one or the other.

2. School type assigned by core grade span. Each school's grade levels are summed according to each core grade span. The school's type is based on the core grade span with the most grade levels.

For example, a school with a K-8 grade span would have 6 grade levels associated with the elementary school type (K-5) and 2 grade levels associated with the middle school type (7-8). Therefore, a K-8 school would be assigned an "elementary" school type since the K-5 elementary core grade span would have the highest number of grade levels.

3. School type assigned by enrollment in core grade spans. Schools with a grade span across the three core grade spans (e.g., K-12 or K-10) or that have the same number of grade levels for two core grade spans (e.g., 4-8 or 8-9) will be classified based on enrollment. These schools will be assigned school type according to the largest enrollment in a core grade span. Enrollment in grades K-12 from the most current CBEDS will be used. If the

enrollment for two core grade spans is equal, the school type will be the previous year's API school type or the CDS school type designation.

For example, a school with a 4-12 grade span would have 2 grade levels associated with the elementary school type, 2 grade levels associated with the middle school type, and 4 grade levels associated with the high school type. The school's enrollment for the K-5 core grade span is 136, for the 7-8 core grade span is 192, and for the 9-12 core grade span is 52. Since the 7-8 enrollment is the largest of the three core grade spans, the school would be assigned a "middle" school type.

4. Coding of schools by grade span. The following shows how schools will be coded according to grade span:

School Type Coding	Grade Span*
Elementary	1-1, 1-2, 1-3, 1-4, 1-5, 1-6, 1-7, 1-8, 1-9, 2-2, 2-3, 2-4, 2-5, 2-6, 2-7, 2-8, 3-3, 3-4, 3-5, 3-6, 3-7, 3-8, 4-4, 4-5, 4-6, 4-7, 5-5, 5-6, K-K, K-1, K-2, K-3, K-4, K-5, K-6, K-7, K-8, K-9
Middle	5-8, 6-7, 6-8, 6-9, 7-7, 7-8, 7-9, 8-8
High	10-10, 10-11, 10-12, 11-11, 11-12, 12-12, 6-11, 6-12, 7-11, 7-12, 8-10, 8-11, 8-12, 9-10, 9-11, 9-12, 9-9
School Type Based on Enrollment	1-10, 1-11, 1-12, 2-11, 2-12, 3-11, 3-12, 4-10, 4-11, 4-12, 4-8, 5-7, 5-11, 5-12, 6-10, 7-10, 8-9, K-10, K-11, K-12

* The grade spans reflect those in existence for 2001-2002.

5. Grade span of 6-6. A grade span of 6-6 will default to the previous year's API school type or the CDS school type designation or be defined as "elementary" if the CDS code designation is unclear (e.g., alternative or community day).
6. API Base determines the school type for API reporting cycle. The API Base will determine the school type for a year based upon rules set in the previous year. Therefore, the school type will be assigned for both the API Base and Growth within an API reporting cycle.
7. API school type different from previous year's API school type. A small number of schools will be assigned school types for API purposes that will be different from the previous API cycle school types. In these cases, the EPIC will review the enrollments by grade level and school type. For the schools that show an enrollment pattern overwhelmingly contrary to the assigned school type, EPIC will adjust the school type assignment to reflect their predominant enrollment pattern.

The period from November 22 to December 13, 2002 will be the only opportunity for requesting a change of the school type designation assigned for the 2002-2003 API reporting cycle. Requests for changes must be received by the EPIC by December 13, 2002. If the EPIC does not receive a request by this date, we will assume the school type assigned for a school is correct.

A school that is assigned a 2002-2003 API school type different from the 2001-2002 API cycle school type may request to have its assigned type changed. Schools that provide sufficient and reasonable justification for a new school type, including schools in the Alternative Schools Accountability Model (ASAM) that opt into the main API system, may have their assigned type adjusted, if approved by the CDE.

To request an adjustment of the school type designation, **you must do all of the following:**

1. Send a letter to the following:
 - California Department of Education
Policy and Evaluation Division
Educational Planning and Information Center (EPIC)
1430 N Street, Suite 4206
Sacramento, CA 95814
2. The letter must include:
 - Names of the schools affected
 - County-district-school (CDS) codes of the affected schools
 - The school type preferred (must be either “elementary,” “middle,” or “high”)
 - Detailed justification for school type preferred (include specific evidence)
 - A statement that the remainder of schools in the district have appropriate school type designations assigned by the EPIC for API purposes (not required for charter schools)
 - The signature on the letter of the district superintendent or authorized representative (for charter schools, the signature of the administrator or authorized representative)
3. **Your letter must be received by the CDE by December 13, 2002.**

You **must** submit the letter with your requested changes. You may also send an advance email with the information. Send email correspondence to epic@cde.ca.gov.

The EPIC will notify you as soon as possible of the status of your request. If you have further questions, contact Jan Volkoff of the Educational Planning and Information Center (EPIC) at epic@cde.ca.gov or by phone at (916) 319-0863.